



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Store Keeper 3 [Classified Competitive]			Salary R19 \$54,906.96 - \$77,527.65
Posting Number 467-24	Position Number 036818	Number of Positions 1	Posting Period * From: 07/05/2024 To: 07/30/2024
Location: ANN KLEIN FORENSIC CENTER 1609 STUYVESANT AVE. WEST TRENTON, NJ, 08628		Scope of Eligibility/Open to: Ann Klein Forensic Center Employees	
GENERAL DESCRIPTION			
Under the general supervision of a supervisory official in a state department, institution, or agency, or a local jurisdiction, supervises the daily operation and functions of a storeroom; supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related work as required.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EXPERIENCE: Four (4) years of experience in work involving receiving, storing, safeguarding, and recording parts, materials, equipment, and supplies of varied types in an organized storeroom.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PST.AKFC@doh.nj.gov</i> • Mail the required documents to: Cheryl V. Manson, Manager 2, Human Resources Ann Klein Forensic Center Reference Posting #467-24 New Jersey Department of Health PO BOX 7717 West Trenton, NJ 08628-7717 <div style="float: right; text-align: right;"> <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p> </div>			



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IMPORTANT NOTES

**State as a Model Employer
of People with Disabilities
(SAME) Applicants:**

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

PHEL Candidates:

If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.

Direct Client Care:

If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.

**New Jersey
First Act:**

In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

Resume Note:

Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

Authorization to Work:

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

The New Jersey Department of Health is an Equal Opportunity Employer.